



The Alaska Division of Homeland Security and Emergency Management (DHS&EM) has established criteria to serve as a basic guideline for tribal and local governments in developing an All Hazard Mitigation Plan for approval by DHS&EM and the Federal Emergency Management Agency (FEMA). By following the guidelines, governmental entities will be better able to comply with Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5165, Section 104 of the Disaster Mitigation Act of 2000, Public Law 106-390.

Special Note: All Hazard Mitigation Plans must meet these minimum requirements. Local governments should submit ***draft*** plans to ADES, Plans & Preparedness, Mitigation Section for review by January 31, 2004.

DHS&EM and its partners provide detailed technical planning assistance upon request to all tribal or local governments for the duration of their planning efforts.

Please note that when FEMA's final criteria are determined, additional information may be required. As soon as we know FEMA's final interpretation of these rules, we will notify communities of any issues that need to be addressed.

We have produced a compact disc which contains a FEMA approved Alaska community plan as well as training guides to assist your community with the plan development process. We encourage use of the Division web site for other helpful definitions and information.

The criteria listed below represent the minimum standards for a hazard mitigation plan to be deemed satisfactory by FEMA.

## **1) Planning Process**

- Minimum of one public meeting must be conducted during the drafting stage.
- Minimum of one public meeting must be conducted prior to plan's approval.
- Document the efforts to solicit public comments using public announcements, web site feedback, or meeting sign-in sheets.
- Document the participation from neighboring communities, local and regional agencies, agencies that regulate development, businesses, academia, and other private non-profit interests.
- Where appropriate, document that existing plans, studies, reports, and technical information were reviewed and incorporated by the community.

### **Documentation of the Planning Process**

- Include a description of the planning process.
- How it was prepared?
- Who was involved?
- How was the public involved?

## **2) Risk Assessment**

See DHS&EM State Hazard Mitigation Plan Version 2 at [www.ak-prepared.com](http://www.ak-prepared.com). FEMA's Planning Resource Center includes further documentation and links to guidance documents. They can be found at [www.fema.gov](http://www.fema.gov)

### **Identifying All Hazards**

- Natural
- Drought, Earthquake, Flood, Hail, Heat, High Wind, Landslide, Lightning, Tsunami/Seiche, Volcano, Wildfire, and Winter Storms.
- Technological
- Biological, Energy Emergency, Explosion/Fire, Fixed Nuclear, Facility / Radiation.
- Human  
Arson, Hostage Situation, Search and Rescue, Terrorism, and Special
- Document how additional hazards were identified.
- Document why some hazards may not have been analyzed or constructing a simple statement of explanation such as, due to time constraints or limited resources, this hazard has not been addressed.

### **Profiling Hazard Events**

- Describe and/or map the hazard location and its extent.
- Describe previous occurrences (including map, when appropriate).
- Describe probability of future hazard events.

### **Assessing Vulnerability: Identifying Assets**

- Include an overall summary of each hazard and its impact.
- Include a list of vulnerable structures and critical facilities; Describe and/or map the jurisdiction's vulnerability to each hazard in terms of types of buildings, infrastructure, and critical facilities in each hazard area.
- Include a rationale for designating the facility as critical.

### **Assessing Vulnerability: Estimating Potential Losses**

- For each hazard, estimate the potential dollar losses to the identified vulnerable structures.
- Describe the methodology used to prepare the estimates.

### **Assessing Vulnerability: Analyzing Development Trends**

- Include a general description of the land uses and development trends.
- Include a map of existing and proposed land uses and known hazard areas.

### **Multi-jurisdictional Risk Assessment**

- Assess each jurisdiction's risks separately.
- Include a separate map for each jurisdiction.

## **3) Mitigation Strategy**

- This strategy should be based on existing authorities, policies, programs, and resources, as well as the ability to improve/expand these tools. Include these items as attachments.

### **Local Hazard Mitigation Goals**

- Include a description of mitigation goals, objectives, and action(s) taken to reduce or avoid long-term risk or damage.

### **Identification and Analysis of Mitigation Measures**

- Identify, evaluate, and analyze these actions or projects, with emphasis on new and existing buildings and infrastructure.

### **Implementation of Mitigation Measures**

- Include a description of how the strategies will be prioritized, implemented, and administered.
- Include an implementation timeline, potential funding sources, and the responsible agency.
- Determine how these strategies are cost effective, environmentally sound, and technically feasible.

## **4) Plan Maintenance Procedures**

### **Monitoring, Evaluating, and Updating the Plan**

- The plan must be reviewed and revised, if appropriate, by the local jurisdiction, by the State Hazard Mitigation Officer, and by FEMA.
- Include a method and schedule for monitoring, evaluating, and updating the plan using a five-year cycle.

## **5) Adoption**

- The approved version must be adopted by the local governing body.\*
- Include all resolution documentation as an attachment.

### **\* Multi-Jurisdictional Plan Adoption**

- If the local plan is a supplement to a regional level or borough plan, the adoption resolution from each member community or governing body must be included as an attachment to the larger plan as support documentation.

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